

Department Photo and Electronic Imaging

SAMPLE Fire Department

PURPOSE

To manage photographs and electronic images taken by Sample FD members/staff.

SCOPE

To assure professionalism and the privacy rights of department personnel, patients, fire victims, and the public that we serve.

PROCEDURE

1. Under no circumstances will members be allowed to use a personal camera, video recorder, or the camera/video function of a personal cellular phone, PDA, or any other digital imaging device while at any incident.
2. All scene photography/video shall be for clinical, documentation, or training purposes only, and conducted by or at the direction of Sample FD personnel in charge of the scene, using approved department equipment.
3. All photographs containing individually identifiable patient information are covered by HIPAA privacy laws and must be protected in the same manner as patient care reports and documentation.
4. Any on-scene images and or any other images taken by a member in the course and scope of their employment are the sole property of the Sample FD. This includes any images taken inadvertently with a member's personally-owned camera, cell phone camera, or any other digital imaging device.
5. No images taken by a member in the course and scope of their liberally-defined "duties" may be used, printed, copied, scanned, e-mailed, posted, shared, reproduced or distributed in any manner. This prohibition includes the posting of any Sample FD photographs on personal Web sites such as, but not restricted to: FaceBook, MySpace, YouTube, other public safety agency websites, or e-mailed to friends, relatives or colleagues.
6. Considerations for posting will be given by the Fire Chief, Assistant Chief and/or the Deputy Chief when images are provided in advance of any posting as described in the Scope and #5.
7. All Sample FD digital images will be downloaded as soon as possible, and will be cataloged and stored in a secure database with controlled access. After being downloaded, images on memory cards/tapes will be erased.
8. The use of unauthorized helmet cameras is strictly prohibited.
9. Personal use of department cameras is strictly prohibited.
10. Violation of this policy, or failure to permit inspection of any device covered in this policy, may result in disciplinary action.